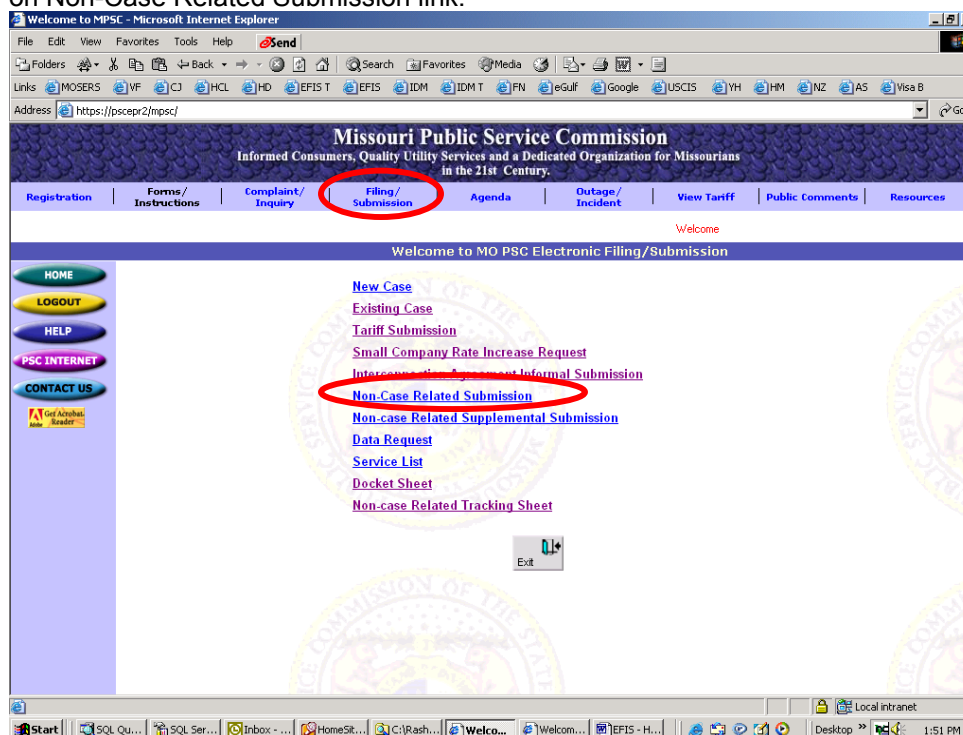


# Missouri Public Service Commission

## EFIS – How do I file Annual Report, Statement of Revenue or any Non-Case Related Submission?

In order to use this option, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on Non-Case Related Submission link.



You will receive following Non-Case Related Submission screen.

The screenshot shows the 'Non-Case Related Submission' form in a web browser. The form has a left sidebar with navigation links: HOME, LOGOUT, HELP, PSC INTERNET, and CONTACT US. The main form area contains the following fields and labels:

- Step 1: Select Utility Type** (points to the 'Type of Utility' dropdown)
- Step 2: Select Company for which you are filing a report.** (points to the 'Company' dropdown)
- Step 3: Select Type of Submission.** (points to the 'Type of Submission' dropdown, which has 'Annual Report (MO PSC) Extension Request' selected)
- Step 4: Enter Applicable Case Number for you filing** (points to the 'Applicable Case No.' text box)
- Step 5: Enter your concise comments related to the filing** (points to the 'Comments' text box)
- Step 6: Click on Continue button** (points to the 'Continue' button)

The form also includes a 'Required Fields' section, a 'Report For Calendar Year' dropdown, a 'Security Level' dropdown, and a 'Continue' button. The taskbar at the bottom shows various open applications and the system clock at 1:51 PM.

# Missouri Public Service Commission

## EFIS – How do I file Annual Report, Statement of Revenue or any Non-Case Related Submission?

You will receive following Attachment screen.

**Note:** You cannot use any special characters (%&^\*#@) in filenames except an underscore or hyphen.

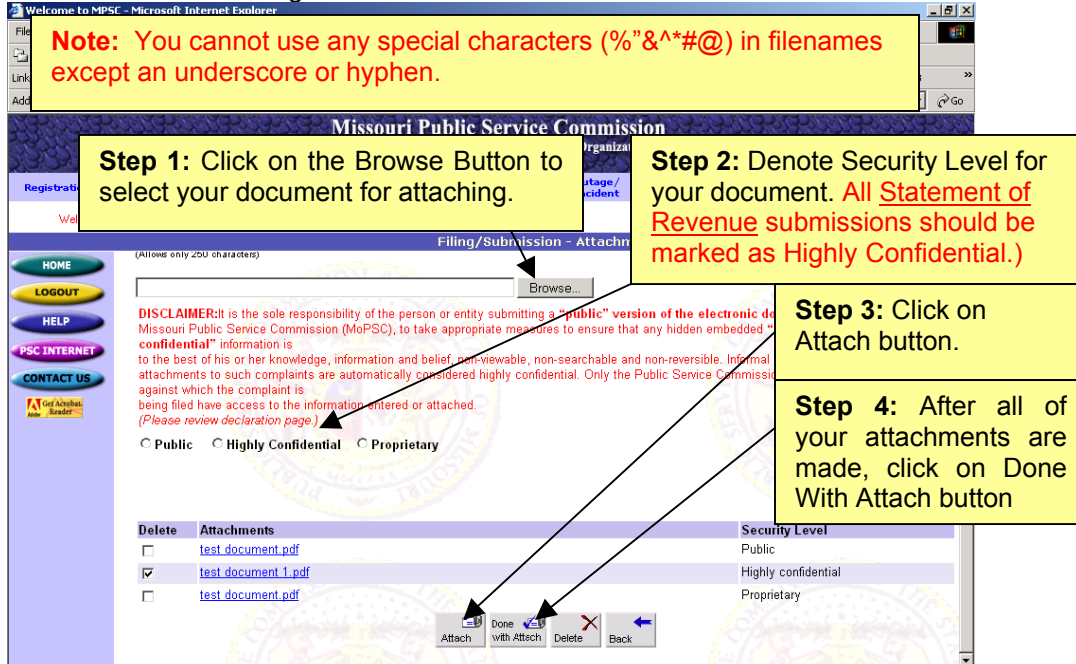
**Step 1:** Click on the Browse Button to select your document for attaching.

**Step 2:** Denote Security Level for your document. **All Statement of Revenue submissions should be marked as Highly Confidential.)**

**Step 3:** Click on Attach button.

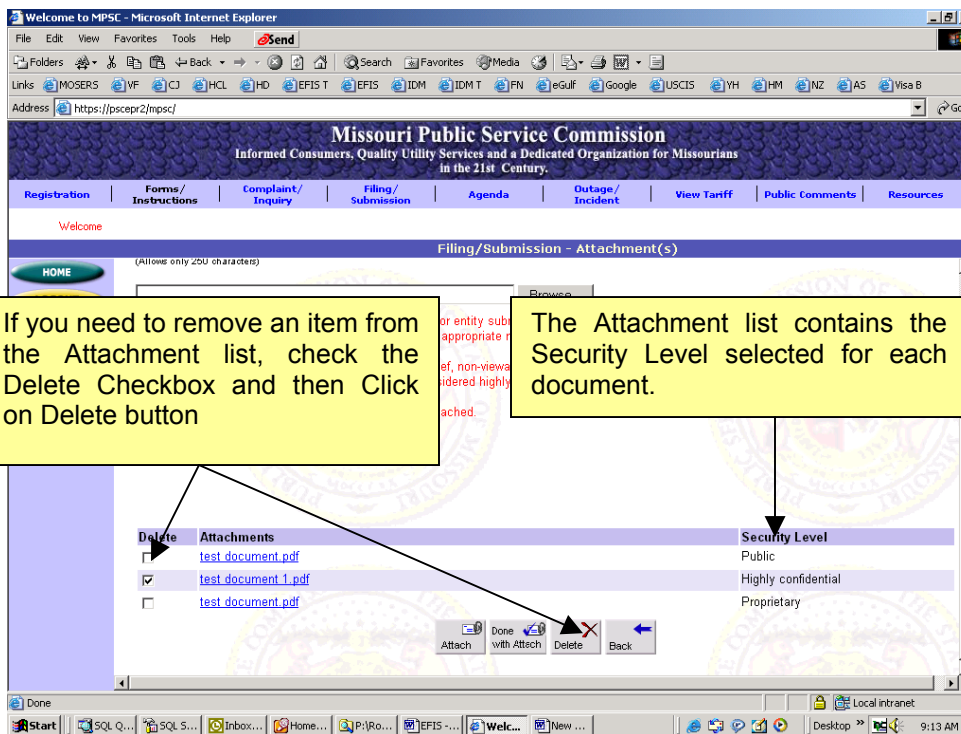
**Step 4:** After all of your attachments are made, click on Done With Attach button

**Note:** You may make multiple attachments by selecting a document, its security level and then clicking on Attach button. It is the filer's responsibility to denote correct security level on every document.



If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.



# Missouri Public Service Commission

## EFIS – How do I file Annual Report, Statement of Revenue or any Non-Case Related Submission?

You will return to Non-Case Related Submission screen.

**Step 7: Click on Submit button.**  
You will receive warning message. Depending on your response to the warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

\* Indicate Cite for Commission Authority  
Is this Filing/Submission to meet a scheduled deadline for today? ☐ Yes ☒ No

Is this a Response to Previous Filing in this case? ☒ Yes

SI.No.	Attachment(s)	Security Level
1	<a href="#">test document.pdf</a>	Public

Submit Attach Exit

On successful submission, you will receive a confirmation message (similar to following).

**Your submission to BMAR-2007-0026 has been successfully submitted.**